

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-109**

<b>CLASSIFICATION TITLE</b> Staff Services Manager I	<b>OFFICE/BRANCH</b> Administration/Contracts and Procurement	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Contract and Procurement Manager	<b>POSITION NUMBER</b> 311-001-4800-001	<b>EFFECTIVE DATE</b> 05/21/2019

**GENERAL STATEMENT:**

Under the general direction of the Staff Services Manager III, the Staff Services Manager I (SSM I) is responsible for the direction and administration of the California High-Speed Rail Authority's (Authority) contracting, procurement and grant agreement functions, to ensure that the Authority fully complies with required federal and state statutes, all applicable regulations and control agency policies. The SSM I level is the first working supervisor level. The SSM I will supervise a group of contract and procurement analysts performing journey person level work and personally performs the most difficult or sensitive work.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

- |         |   |
|---------|---|
| 30% (E) | <ul style="list-style-type: none"><li>• Reviews and approves contracts, purchases and grant agreements developed by contract analysts and support staff; establishes and manages the initiation, processing, tracking, execution and special handling of all documents. Develops formal competitive and exempt contract boilerplate language and ensures the content meets regulatory requirements. Leads the procurement team in the acquisition process and writes relevant policies and procedures.</li><li>• Recommends solutions to contract and assignment issues and advises supervisor and staff on options and best strategies. Establishes the contract and procurement approval protocol and distributes to Authority staff and contract managers. Arranges for the development and maintenance of contract, procurement and grant data bases. Collaborates with control agencies to resolve sensitive and complex contract issues. Develops a tracking and maintenance system to ensure all contracts, procurements and grants are renewed on time and comply with regulations and generates related reports.</li><li>• Leads or participates in divisional work groups and teams to provide subject matter expertise. Consults with supervisors on high priority and critical issues and activities and communicates the status of ongoing assignments on a routine basis. Conducts research on program issues, gathers pertinent data and prepares related reports. Completes special assignments and projects requested by the supervisor and management team.</li></ul> |
|---------|---|

- 25% (E)
- Understands and remains current with state administrative manual, state contracting manual, government codes, public contract codes and other policies and procedures related to contract and procurement development, advertising, bidding packages, boilerplate requirements, exhibits and evaluations. Ensures contract and procurement documents comply with federal regulations, state statutes and program requirements. Guides staff in resolving technical issues; develops and recommends new or changes to program policies; monitors control agency websites and any other governmental entities for updates.
  - Develops and maintains desk manuals and procedures to ensure program standards are met and to facilitate efficiency and maintain quality services; develops continuous quality improvement tools to monitor team performance.
- 15% (E)
- In collaboration with human resources, establishes general staff training program as well as technical training needed for staff; identifies ongoing training needs. Conducts training needs assessment for Authority contract managers and conducts periodic training using written and electronic materials such as PowerPoint presentations. Provides or recommends additional training on subject matters related to areas of responsibility.
  - Manages staff performance and monitors the workload of multiple classifications such as, Associate Governmental Program Analysts and Staff Services Analysts, to achieve program requirements for quality and timeliness. Initiates assignments and work products and establishes and manages priorities for staff. Reviews and approves the quality of all final products. Complies with program policies and procedures and handles difficult technical and administrative issues involved with directing the work of staff working in contracts and procurement.
  - Provides supervision of unit staff, completes timely probation reports and Individual Development Plans. Reviews and approves staff overtime, absence requests, monthly time reporting documents and travel claims. Attends program related training and remains current with all mandatory periodic training requirements. Recruits, interviews and hires staff to fill vacancies; supports staff and acknowledges accomplishments; initiates disciplinary proceedings and adverse actions as appropriate.
- 15% (E)
- Manages and contributes to automation projects related to the Authority's goals for the website, extranet and intranet and maintains the content. Maintains a working knowledge of Microsoft products such as Outlook, Word, Excel, Visio and other common applications.
  - Attends meetings with the Authority's legal staff, Department of General Services representatives and legal staff, State Personnel Board, Department of Finance, State Treasurer's Office and other state control agencies to facilitate the completion of assignments and resolve complex contract and procurement issues. Provides recommendations to supervisor and Authority staff verbally, in writing via memos, e-mail or through conference calls regarding contract, procurement and grant needs.
- 10% (E)
- Prepares corrective action plans in response to audit reports and findings and implements solutions. Prepares special reports for the Authority's Board, the Governor and the Authority's management team as needed; completes various exemption letters.

Tracks small business and Disabled Veterans Business Enterprise allocations and contributes to the annual report. Completes special assignments such as bill analysis, Budget Change Proposals or other periodic projects. Maintains collaborative working relationship with vendors, consultants, contact managers, colleagues and staff.

- Monitors various tracking systems to provide supervisors with detailed production reports and ensures the integrity of the contracts and procurement tracking system. Establishes processes to ensure expedited review of contract handling methods and monitors the process through contract execution.
- 5% (M)
- Performs other assignments and projects as required and requested by the supervisor and executive staff; identifies unit accomplishments and periodically reports progress to management team; completes various job related duties as required.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; develop written reports, utilize interdisciplinary teams effectively in the conduct of studies; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

### **SUPERVISION EXERCISED OVER OTHERS:**

Provides supervision over contract and procurement staff consisting of multiple analysts.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints in the use of resources and exceeding of established expenditure ceilings.

Errors on funding reports result in improper disclosure of the expenditures and revenues and could cause the Authority to violate constitutional and statutory constraints. Inappropriate utilization of bond funds could cause the Authority to be in violation of the United States Internal Revenue Service (IRS) Rules for utilizing bond proceeds and require the Authority to pay a penalty fee to the IRS.

**PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse and video display terminal and will be required to sit for long periods of time at a computer screen. Employee must develop and maintain cooperative working relationships and display respect for others in all contact opportunities.

**WORK ENVIRONMENT:**

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
------------	-------

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor: \_\_\_\_\_

Signature:	Date:
------------	-------